

## ***Scholar/Athlete Awards***

### Task description

- Every high school in state authorized to select one male and one female recipient
- School can select only one recipient, but cannot select two males or two females
- Recruiters should be encouraged to present awards in person whenever possible
- Program supplies (medallions, certificates, folders, etc.) are requested by and received from Brigade based on number of schools in battalion and amount of materials on-hand from previous year
- Request forms, program brochures and personal letters from the commander to each school are mailed out in the January/February time frame

### Steps

- Work with PA Assistant to verify schools in battalion area and their addresses
- Prepare mail merge database and letter for commander's signature.
- Forward approximately 30 letters per day for CO signature and mail completed packages (letter, Scholar/Athlete Award brochure and request form) to appropriate schools until all schools have been sent a package
- Place a label on the nomination form with Battalion APA address before mailing
- As completed nomination forms are received, they are logged into local tracking spreadsheet (G:\Scholar-Athlete\scholarathlete2.xls) and totals spreadsheet (G:\Scholar-Athlete\scholarathlete.xls)
- Certificates are prepared using mail merge word document (G:\Scholar-Athlete\scholarcert.doc)
- Station and recruiter info is written in block on top of request form, a copy of the form included with the certificates and medallions and the original filed
- Complete the station, school and recipient information on the AAR Card and include that with the awards package that is mailed to the Recruiting Station
- Forward a report to include the number of high schools in the battalion, number of award nominations received and number of presentations monthly to Brigade
- AARs are due to APA ASAP after award presentation date and are logged into the same spreadsheets as the nomination forms
- AARs should be attached to the original nomination form and filed
- Final Brigade AAR should be forwarded NLT 15 July.

### Points of Contact

- **Brigade** – Vickie Evans, 404-469-3194

### Applicable regulations

- **USAREC Reg 600-34**, National Scholar/Athlete Award Program

### Forms used

- **USAREC Form 1011** (Nomination Form)
- **USAREC Form 828** (Recruiter After Action Report)
- **USAREC Form 848** (Battalion After Action Report)